# **EBID SUPPLIER TRAINING GUIDE**

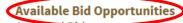
Current Bid Opportunities	
Awarded Bid Information	2
Logging into the system	2
First Time Bidders Quick Tutorial Document	
Home Page Navigation	2
Reviewing Bid Opportunities	3
Responding to Bid Opportunities	4
Contact Information:	

## **CURRENT BID OPPORTUNITIES**

# Sign into eBid

- New to eBid?
- · Forgot password?

#### **Bids Past and Present**



- Awarded Bids
- eBid Site Terms

Click on the "Available Bid Opportunities" link.

You can view the Available Bid Opportunities and the Closed Bid Opportunities. By clicking on the blue Bid Number, you can view the specific bid and any attachments.

## **Available Bid Opportunities**

Bid Number	Bid Type	
14084	RFP - Sealed	
14064	RFQ - Sealed	
14090	RFP - Sealed	
14059	RFP - Sealed	

### AWARDED BID INFORMATION

# Sign into eBid

- · New to eBid?
- · Forgot password?

#### **Bids Past and Present**

Available Bid Opportunities
 Awarded Bids

eBid Site Terms

### Click on the "Awarded Bids" link.

You can view the Awarded Bid Information. By clicking on the blue Bid Number, you can view the specific bid and any attachments.

### LOGGING INTO THE SYSTEM

# Sign into eBid

• New to eBid? Forgot password?

**Bids Past and Present** 

- Available Bid Opportunities
- · Awarded Bids
- · eBid Site Terms

Enter your Username and Password and click the Sign In button. (If you forgot your password; click on the "Forgot password?" link.)

# FIRST TIME BIDDERS QUICK TUTORIAL DOCUMENT

Use the link in the following screenshot to go view the Supplier Quick Tutorial document

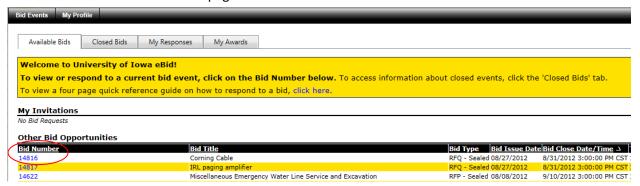
Welcome to University of Iowa eBid!

To view or respond to a current bid event, click on the Bid Number below. To access information about closed events, click the 'Closed Bids' tab.

To view a four page quick reference guide on how to respond to a bid click here.

### HOME PAGE NAVIGATION

Here is a screenshot of the home page



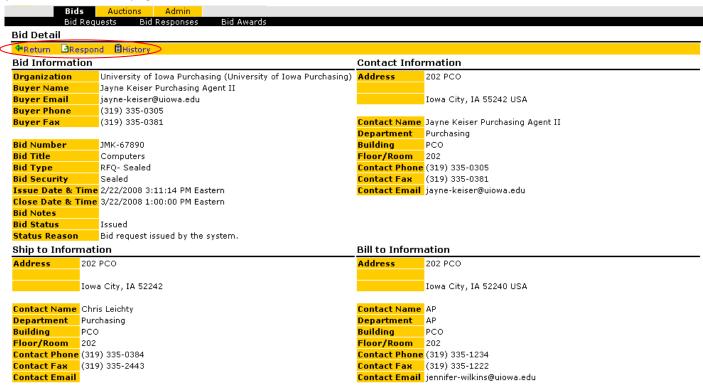
The tabs on the top of the screen allow you to navigate between Bid Events and your Profile.

Below the tabs, you can toggle between Available and Closed Bids, Responses, and Awards when on the Bids Events tab.

There are sections on the page for My Invitations; this shows bids that you have received an invitation to participate; this invitation is based on the parameters set by the Purchasing Agent preparing the bid opportunity and may be based on your commodity classification(s). Also is a section for My Recent Draft Responses; which shows any responses you are currently preparing for a bid and haven't submitted yet. You can view any of the bids listed under either of these sections by clicking on the blue bid number.

#### **REVIEWING BID OPPORTUNITIES**

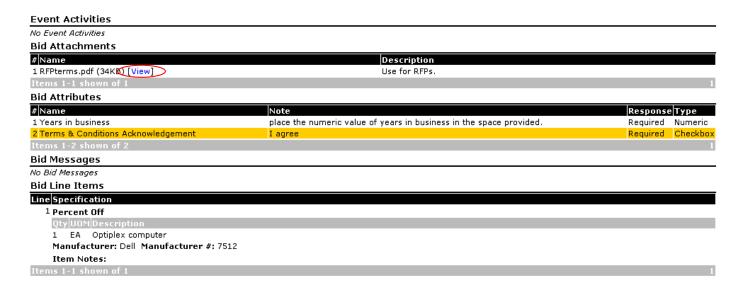
By viewing the available bids or your recent invitations, click on the blue bid number to review the bid. This will take you to the Bid Detail page.



The "Return" link under Bid Detail will take you to the previous screen. The "Respond" link will allow you to prepare a bid response. The "History" link will shows a Bid Audit History of any changes/adjustments made to the bid.

The above screenshot shows the Bid Information, Contact Information, Ship to Information and Bill to Information in regards to the bid you are viewing.

Additional sections on are shown below



Event Activities section shows any upcoming events related to the bid (such as a phone conference);

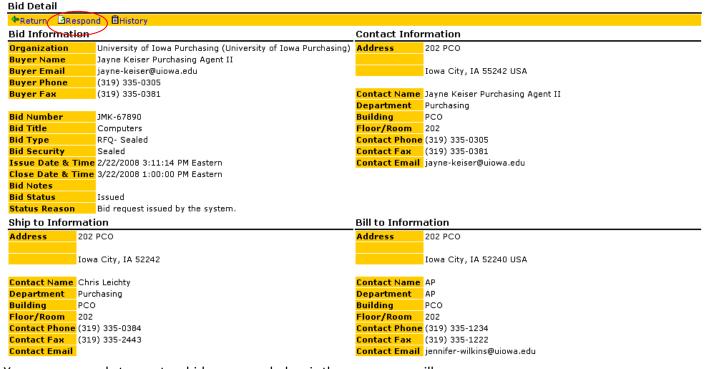
Bid Attachments includes attached file for your review pertaining to the bid (terms and conditions, ect);

Bid Attributes are questions or acknowledgements pertaining to requirements of the bid; Bid Messages show any messages related to the bid posted by the Purchasing Agent; Bid Line Items shows the requested goods/services and specifications.

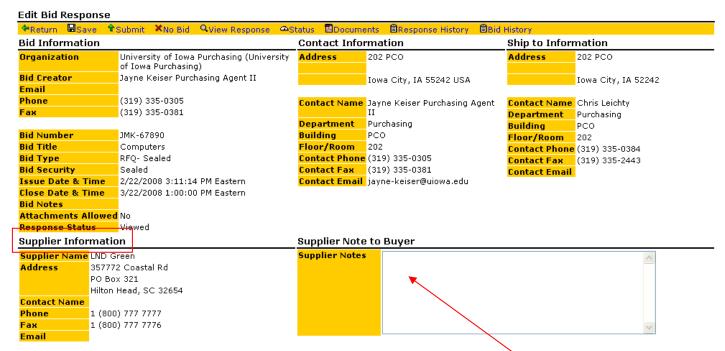
\*\*\*Any item on this page with [View] next to it is an attachment that will open in a separate window.

### RESPONDING TO BID OPPORTUNITIES

Click on the Respond link under Bid Detail

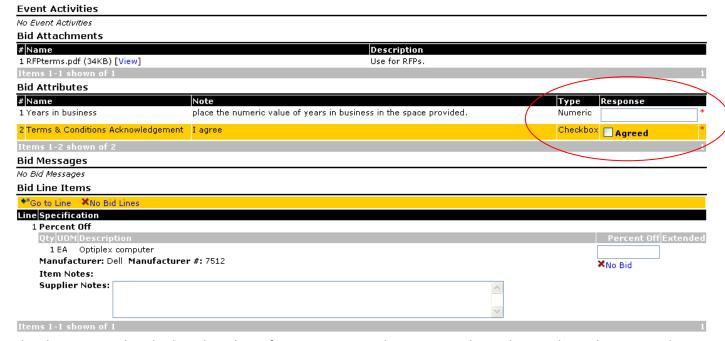


You are now ready to create a bid response; below is the screen you will see



Enter any notes you want the buyer to have regarding this bid in the Supplier notes box

Your company information will be shown in the supplier information section.



The above screenshot displays the other information you need to review and complete. Bid Attachments can be viewed by clicking on [View] to the right of the file name. Bid Attributes with a red asterisk require responses. Bid Line Items are the place to enter the price per line and any notes regarding the goods/services.

#### **Bid Attributes**

Name	Terms and Conditions Acknowledgement #2 - This attribute has been Note	Type	Response
1 Supplier Background Information	Provide a brief description of your firm including the name(s) of its owner(s) and/or principal officer(s), the date of origin and/or incorporation and the length of time your company has been in the business of providing Household Moving Services.	Long Text	NESPONSE V
2 Insurance	Provide certificates of insurance showing the coverage maintained by your organization. See attached specifications for the insurance requirements specific to this Request for Proposal.	Note	N/A
3 Firm for Sale	If your firm is currently for sale or involved in any transaction to expand or to become acquired by another organization, please explain. If your firm has been involved in any reorganization, acquisition, or merger within the last three (3) years, please explain.	Long Text	
4 Complaints Filed	Have any complaints been filed with state or federal agencies or have any lawsuits been brought in which your firm was alleged to have violated any laws? If so, describe in detail the circumstances and the outcome, including the names and the docket number of the case.	Long Text	
5 Communications with University	s Explain in detail the way in which your firm will consult with University personnel on an ongoing basis to discuss both strengths and weaknesses of the Household Moving Services provided as a result of this RFP and recommended practices that seek to promote maximum efficiencies.	Long Text	
6 Education and Supervision of Employees	Describe in detail various programs that are made available to your firm's personnel for continuing education opportunities, (i.e., automation enhancements, product knowledge, etc.). If your firm employs temporary help, what provisions are made to ensure that these employees are adequately trained and adequately supervised during a move? Does your firm agree to be responsible for the actions of all employees, including temporary help?	Long Text	
Exceptions to Discounts	List all items, which are exceptions to the previously stated interstate and intrastate discount percentages that may occur during a household move.	Long Text	
Minimum Weight Option	Some Carriers in the state of Iowa may operate under a minimum weight option that includes moving lower weight households (on an intrastate basis) at the Carrier's convenience or as an expedited service. As an example, this minimum weight option may apply on shipments of less than 5,000 pounds. These shipments, when classified as expedited service, would be charged at a 5,000-pound line haul rate regardless of actual weight. This minimum weight option would not be applicable, however, if the load was moved at Carrier's convenience. Please state if this minimum weight option is applicable or not applicable in terms of this RFP. If it is applicable, what are the terms of the minimum weight requirement?		N N
Rate Adjustments	Do you agree that the University of Iowa and its Shippers are exempt from all seasonal rate adjustments for the duration of this contract and its renewal period? See attached specifications. If no, please explain what rate variations may be expected.	Long Text	

Above is an example of a bid with 43 bid attributes and is a good example of your need to pay close attention to the grey bar below each section. The initial page shows Items 1-15 of 43. Towards the left edge of the there are numbers 1 2 3 and arrows which allow you to toggle thru to the additional bid attributes. You always want to be aware of the possibility of multiple pages within some sections when responding to bids. This will ensure that you have fully read and completed all aspects related to the bid.



Click "Submit" under the Edit Bid Response and your bid is submitted. You have an opportunity to withdraw or change your bid prior to the closing time by clicking on the appropriate link under the Edit Bid Response section.

#### **CONTACT INFORMATION:**

Please send any questions/comments to: ebid@uiowa.edu.